DOCUMENT RESUME

ED 431 197 CS 216 783

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TITLE	Handy Homework Helper: How To Write School Reports. Study Reference Guide.
ISBN	ISBN-0-7853-3490-4
PUB DATE	1999-00-00
NOTE	128p.
AVAILABLE FROM	Publications International, Ltd., 7373 North Cicero Avenue, Lincolnwood, IL 60646.
PUB TYPE	Books (010) -- Guides - Classroom - Learner (051)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	*Content Area Writing; Editing; Intermediate Grades; Junior High Schools; Notetaking; *Research Papers (Students); Speech Communication; *Student Research; Writing Assignments; Writing Processes; *Writing Skills

ABSTRACT

Written for students in grades 3 and up, this book helps students write or present a report that will make a lasting impression. It offers detailed information on choosing interesting topics, using resources, taking effective notes, creating outlines, writing paragraphs, revising and editing, and publishing or presenting a report flawlessly. Chapters in the book are: (1) Me? Write a Report?; (2) Generating Ideas; (3) Research; (4) Taking Notes; (5) Creating an Outline; (6) The Introduction and Rough Draft; (7) The Body of the Report; (8) The Conclusion; (9) Revision; (10) Editing and Proofreading; (11) Publishing; and (12) Oral Reports. Attached are a summary, a discussion of quotes and sayings for inspiration or for use in introductory paragraphs, and a 26-item glossary. (RS)

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